

# NORTH COLONIE CENTRAL SCHOOL DISTRICT

Latham, New York

## CONFERENCE EVALUATION FORM

**DIRECTIONS:** Please complete the following as soon as possible after returning from a conference, workshop, etc. The information you provide will be helpful in planning future attendance at this particular type of conference and in planning future in-service activities. The information you provide may also be used for curriculum development and as resource material by other teachers. This form should be returned to the specific administrator or supervisor who recommended to the Superintendent your attendance at the conference. It will then be forwarded to the District Staff Development Committee.

Thank you for taking the time to complete the evaluation.

**NAME:** \_\_\_\_\_

**CONFERENCE TITLE:** \_\_\_\_\_

**CONFERENCE DATES:** \_\_\_\_\_

**CONFERENCE SPONSOR:** \_\_\_\_\_

Please respond to the following questions by using the rating scale below:

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
1. This conference was well organized.				<b>1 2 3 4</b>
2. The presenters were knowledgeable.				<b>1 2 3 4</b>
3. The material was presented in an interesting manner.				<b>1 2 3 4</b>
4. The material presented was relevant and helpful.				<b>1 2 3 4</b>
5. The facilities were appropriate.				<b>1 2 3 4</b>
6. The purpose of the conference was met.				<b>1 2 3 4</b>
7. My expectations of the conference were met.				<b>1 2 3 4</b>

Please answer the following question briefly:

1. What was the one thing from the conference that you feel will help you the most?

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**2. Is there any material or information that could be shared with other staff members? If so, what format should be used? (E.g. Copies of handout, presentation at a morning meeting, workshop during a conference day, etc.)**

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**3a. Were you made aware of any State Education Department plans that might require district administration planning, purchasing, etc.? Please comment.**

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**3b. As a result of attendance, would you plan to try a new approach to teaching which has budget or schedule implications? Please comment.**

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**4. Were there any presenters who would be appropriate for our district's conference days? If so, please indicate where they can be contacted.**

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**5. Would you recommend that other staff members attend future conferences such as this one? If so, what grade levels and/or academic areas?**

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**Comments:** \_\_\_\_\_

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